

OPENING: 6:00 PM

, 2014



**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**SHOES AND BOOTS FOR MIAMI-DADE COUNTY**

**BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON , 2014**

**FOR INFORMATION CONTACT:**

**Abelin Rodriguez, 305-375-4744, abelin@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-2.pdf>

**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

**PLEASE NOTE THE FOLLOWING:**

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of shoes and boots to meet the County's needs.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Purchasing Management Section (ISD/PMS); and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five years (60 months) and upon completion of the expressed and/or implied warranty periods

**2.3 METHOD OF AWARD**

Award of this contract will be made to a maximum of four responsive, responsible bidders per manufacturer's brand, who meet the criteria listed below and who offer the highest percentage discount off of the Manufacturer's Suggested Retail Price (MSRP) list. The bidder must submit its MSRP list with its bid proposal in order to be considered for award. The price list must be common to and accepted by the industry in general.

The County reserves the right to add vendors which meet the requirements of this invitation to bid, to a maximum of four per brand.

**2.3.1 QUALIFYING CRITERIA**

Some of the items which ISD/PMS will require to determined responsibility include the following:

- a. Bidder must provide a store (brick and mortar) located within Miami-Dade County's boundaries. **Or** Provide a Mobile Unit **Or** an internet website.
- b. Submit letter(s) from the product manufacturer stating the bidder is an authorized distributor, and stating the brands bidder is authorized to be provided to the County.

**A. Local Store**

Bidders claiming to have a store must provide copies of their Local Business Tax Receipt accounting for the past twelve months. Have a fully stocked store, with employees trained in measuring and fitting people with shoes and boots. County employees will expect to leave the establishment with their purchase at the conclusion of their visit.

**B. Mobile Units**

Those bidders claiming to have a mobile unit as their place of business must be able to provide services on a regularly scheduled basis (or at mutually agreed upon times). Vehicle shall be equipped with inventory and personnel capable of fitting and sizing County employees with various styles of shoes and boots and provide for delivery of special orders as required.

Bidders must submit a detailed list of mobile unit(s) description (i.e. size, make, model), and a copy of latest Vehicle Registration documentation. If vehicle is leased, a copy of a long term lease (minimum of 1 year), and a description of the vehicle.

**NOTE: insurance requirements (paragraph 1.21) apply to mobile units only.**

A bidder's repeated inability to maintain it's agreed upon scheduled visit or inability to provide shoes from stock at the scheduled visit may be considered as default of the contract and may be

grounds for termination.

C. Internet Sales

Bidders who offer sales through an internet website must at a minimum:

1. Provide a copy of their Secure Socket Layer (SSL) Certificate. Failure to have a valid SSL shall be grounds for the County to discontinue use of the web site and default the bidder.
2. Provide dedicated link within the company's website for Miami-Dade's use only. This password protected site must show all shoes/boots available for purchase by the County, the manufacturer's suggested retail price (MSRP) from which the bidder's percentage discount will be deducted to arrive at the County's invoice price. Prices on this site may only change in accordance with paragraph 2.4 of this solicitation.
3. Site must be capable of capturing at a minimum; the name of the authorizing official, employee for which the item(s) is being ordered, delivery address and the identifying number of the purchase (voucher, purchase order, work order number). In certain circumstances the employee is authorized to pay the difference between the amount authorized in the voucher/purchase order and the discounted price of the shoe, this payment may be made via the employee's credit card.

**2.4 DISCOUNT PERCENTAGE SHALL BE FIXED FOR TERM OF CONTRACT:**

With the exception of increases to the discount awarded, the percentage discount shall be fixed and firm for the duration of the contract.

Ninety days prior to the end of the contract year, new MSRP list may be submitted to ISD/PMS at 111 N.W. 1 Street, Suite 1300, Miami, FL. 33128-1974 (Attention A. Rodriguez). If accepted these MSRP's will become effective the first day of the new contract year. Failure to provide new MSRP's at the appropriate time will result in no adjustment in the base price for the following year.

**2.5 DELIVERY AND RETURNS**

County employees expect to take delivery of shoes the day they try them on. It is the Bidders responsibility, to sell only the type of shoes or boots authorized by the user department for its employees on the County voucher or purchase order. On occasion, footwear may not be in the successful bidder's inventory. In those instances, the successful bidder must deliver the ordered footwear within thirty calendar days.

Internet sales only. Delivery must be made within ten calendar days of the order being placed. Delivery and return charges are not acceptable. Successful internet bidder(s) must provide a pre-paid return label with all deliveries.

All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to, except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Returns within thirty days of receipt of the order must be accepted by the company for full credit. Replacement items or credit must be processed within seven days of receipt of returned item. Should the bidder(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the order, purchase the goods elsewhere and charge the incumbent bidder with re-procurement costs.

**2.6 MANUFACTURERS CATALOGS SHOULD BE SUBMITTED UPON REQUEST**

The bidder shall provide the County user departments with copies of current manufacturer's catalog(s) within fourteen calendar days of a written request. Manufacturer's web sites may be presented by distributors for informational purposes only.

**2.7 COMPLIANCE WITH FEDERAL STANDARDS**

All items to be purchased under this contract shall be in accordance with governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA) Regulation 29, CFF part 1910-136, American Society for Testing Material (ASTM) International Standards, F2412-11 and F2413-11, Current Edition and the National Institute of Occupational Safety Hazards (NIOSH).

**2.8 REBATES AND SPECIAL PROMOTIONS**

All rebates and special promotions offered by a manufacturer during the term of the contract shall be passed on by the bidder(s) to the County. It shall be the responsibility of the bidder to notify the County of such rebates and/or special promotions during the contract period.

Special promotions shall be offered by the bidder(s) to the County provided that the new price charged for the item(s) is lower than would otherwise be available through the contract. It is understood that these special promotions may be of a limited duration. At the end of such promotion, the standard contract price shall prevail.

**2.9 ADDITIONAL MANUFACTURERS MAY BE ADDED**

Although this solicitation and resultant contract identifies specific manufacturer's shoes and boots to be purchased, it is hereby understood and agreed that additional manufacturers may be added to this contract at the option of the County.

Once the County has identified a manufacturer it wishes to add, bidders already under this contract shall be invited to submit a percentage discount off the latest price list or catalog of the new manufacturer. If these discounts are considered to be fair and reasonable, then award shall be made to up to three bidders offering the highest percentage discounts that represents the lowest prices to the County. Award of these additional manufacturers shall be confirmed through the issuance of an updated contract roadmap.

The successful bidder(s) has no exclusive right to represent these additional manufacturers. The County may determine to obtain similarly structured pricing inputs from other bidders in response to situations where incumbent bidders do not provide fair and reasonable discounts or for other reasons at the County's sole discretion.

**2.10 SUBSTITUTION OF ITEMS DURING TERM OF CONTRACT**

Substitute styles may be considered during the contract period for discontinued models. The bidder shall not provide a substitute style as a replacement without express written consent of ISD/PMS prior to such delivery.

**2.11 IDENTIFICATION**

All shoes and boots delivered by the successful bidder shall be clearly identified within the shoe with the manufacturer's name or manufacturer's brand name and style number. Such name and style number to correspond with identification in shoe sample and as shown in the MSRP list. In addition each pair shoes or boots must be identified with the applicable American National Standards Institute (ANSI) number.

**2.12 MIAMI-DADE HOUSING (MDHA) EXEMPTION TO CERTAIN CLAUSES**

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Public Housing Authority (MDHA). As a Federally-funded agency, certain clauses within this solicitation do not apply to that Department's allocation:

Section 1 Paragraph 1.10 (Local Preferences), Paragraph 1.27 (Office of the Inspector General), Paragraph 1.35 (County User Access Program), Paragraph 1.43 (Small Business Enterprises Measures),

Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprise Preference), and Paragraph 1.43 (First Source Hiring Referral Program).

**2.13 INSURANCE**

Paragraph 1.21 of this solicitation only applies to those bidders who are providing a mobile unit on this contract.

**2.14 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: A. Rodriguez, at (305) 375-4744 email [abelin@miamidade.gov](mailto:abelin@miamidade.gov).

### **SECTION 3 – TECHNICAL SPECIFICATIONS**

#### **3.1 SCOPE**

The successful bidder(s) shall provide various shoes and boots to be purchased by Miami-Dade County Departments in men's and women's sizes. The bidder shall provide the facility, tools, equipment and the personnel required to size and fit the County employees.

The "facility" may include a Mobile Unit that will drive to various County sites, to assist in the selection, sizing/fitting and purchase. If a local store is available, the various County Departments may choose to schedule employees, as appropriate within County or Departmental Guidelines, to go to the establishment for assistance in the selection, sizing/fitting and/or purchase of the footwear.

#### **3.2 SPECIFICATIONS**

Awarded Bidders shall have the ability to provide a variety of shoes and boots in both men's and women's sizes, in medium and wide widths. All footwear shall be constructed of durable and commercially acceptable materials, such as Leather, Nylon, PVC, Polyurethane, Nitrile, Rubber, or other man-made materials.

a. Safety shoes and boots offered, shall include but are not limited to the following features:

- a. Steel Toe to meet or exceed ASTM F2412-11 and F2413-11, Class 75 Impact & Compression Standards or latest version.
- b. Shall meet or exceed ASTM, Metatarsal Standards, where applicable.
- c. Shall meet or exceed ASTM, Conductive Standards, to reduce or minimize static electricity and reduce possibility of ignition of volatile chemicals or explosives, where applicable.
- d. Shall meet or exceed ASTM F1116 and F1117 Electrical Hazard Standards or latest version, in order to reduce the potential for electric shock to the wearer when soles are exposed to open circuits under dry conditions, where applicable.
- e. Shall meet or exceed ASTM, Puncture Resistant Standards, which reduce the possibility of puncture wounds to the soles of the feet by objects that could penetrate the soles, where applicable.
- f. Shall meet or exceed ASTM, Electro-Static Dissipative Standards, where applicable.
- g. Shall be constructed in such a manner as to make the footwear 100% waterproof, where applicable.
- h. Insoles shall be cushioned as to minimize or reduce fatigue caused by the extended periods of time standing and/or walking.
- i. Outsoles shall be made of a non-marring material and designed or manufactured in a way as to make them Oil resistant, Chemical resistant, Slip resistant, Heat resistant, Metal Chip resistant and Abrasion resistant for extended periods of time, where applicable.
- j. Footwear soles shall be made in a way which makes them cushioned and shock absorbing.
- k. The collars and tongue shall be cushioned so as to provide comfort and support to the ankle, wherever applicable.
- l. Safety Shoes & Boots shall also be available in styles which provide protection and at the same time are made of a non-metallic material.
- m. Safety Shoes & Boots shall also provide adequate arch support, where applicable.

#### **3.3 SPECIAL SIZES**

Shoes and boots shall be made available in sizes ranging from 7 through 13, and widths of D, E, EE, EEE (men's) and sizes 6 through 11, medium, and extra wide (women's), where applicable.

Charges for sizes other than those shown above shall be shown on the attached pricing pages (Section 4.0) and shall be added to the discounted price of the largest sized shoe/boot in the MSRP for the brand shoe required.

**3.4 STORE/MOBILE UNIT PERSONNEL**

All authorized personnel assisting Miami-Dade County employees with sizing and selection of shoes and boots shall be sufficiently trained and possess the knowledge and experience to advise proper fitting and correct application for all areas of usage (dress, sport, safety, etc.).

**3.5 MANUFACTURERS**

Following are some of the manufacturer's/brands of footwear that Miami-Dade purchases, the list is provided for information purposes only, additional brands may be proposed for use.

Bates Uniform Footwear	Caterpillar
Dickies	Dr. Martens Industrial
Harley-Davidson Footwear	HYTEST Safety Footwear
Iron Age	Knapp
Nautilus Safety Footwear	Redwing
Reebok	Ridge
Skechers Work	Thorogood Shoes
Timberland Pro Series	Wolverine Boots and Shoes